

Minutes are **DRAFT** until
approved at the next
Board Meeting

John C. Hart Memorial Library

1130 Main Street
Shrub Oak, New York 10588

Board of Trustees Meeting Wednesday November 16, 2022

PRESENT: Cathey Richey (President), Sunitha Howard (Treasurer), Jean Zappia (Secretary), Laura Tropp, (Member at Large), Barry Erenberg (Member at Large), Yvonne Cech (Library Director)

The public meeting commenced at 6:32 pm.

PUBLIC COMMENT PERIOD:

Supervisor Matt Slater joined to thank the Board for their efforts in support of the Library.

REGULAR BUSINESS:

Approval of Minutes: October minutes were approved after correction of a small typo in the Director's Report section.

Treasurer's Report: Reviewed. The Treasurer's report reflected the transfer of funds from PCSB to TD Bank for the purchase of T-Bills, and the purchase of a \$10,000 I Bond.

Invoices Approved: 10/17, 10/19, 10/28, 10/31, 11/7, 11/10, 11/14

Circulation Report: YTD Total Circulation is up 46% versus the same period in 2021. Programming YTD is at 15,500+ versus the full year 2019 baseline of 13,892. The Haunted House event contributed a nice bump, see more below.

Budget Report: On track.

Director's Report

- The Haunted House Program was a huge hit. Many thanks to Jane Hennessey and the 146 teen volunteers for staging this first-time event, which welcomed 1543 visitors over the 3 day period.
- Trustee Barry Erenberg and the Town Engineer inspected the roof to evaluate the leak situation. We have also secured a roofing expert and may utilize an IR imaging company to better define the issue and confirm the scope of the problem before we proceed to granting a repair contract to Garland.
- As previously reported, the 2021 grant for the wiring and elevator upgrades has been approved, and we are moving forward to schedule the needed repairs in April or May 2023.
- The Town granted final approval for the installation of 4 double sided EV charging stations at the Library.
- We are preparing an RFP for 5 individual study rooms to be constructed, made possible by an ARPA grant.

OLD BUSINESS:

Investment Committee Update: The T-Bill and I Bond purchases were completed this month. Final signatures on the bank cards were also completed.

Alice Marem Estate Bequest Recognition: No change since last month.

2023 Operating Budget: No concerns were raised with the submitted Library Budget. Public hearings are scheduled for December 6 at 6:30 pm in Town Hall. Trustees were encouraged to attend in support.

2023 Capital Budgets: The capital plan was reviewed, highlighting several positive changes since the preparation in July.

Policy Reviews: The Room Use Policy was reviewed, updated, and approved by the Board. The Collection Development Policy review will begin in January 2023.

WLS Summer Reading Grant: Grant monies of \$276 were received.

Fundraising for Eventual Library Expansion: Following on last month's discussion regarding future expansion needs for the Library, Director Cech reported that she is in the early stages of vetting 3 potential third party partners to help manage a future capital campaign.

NEW BUSINESS:

None.

UPCOMING MEETINGS:

December 14, 2022	6:30 pm at John C Hart Memorial Library - CANCELLED
January 18, 2023	6:30 pm at John C Hart Memorial Library
February 15, 2023	6:30 pm at John C Hart Memorial Library
March 15, 2023	6:30 pm at John C Hart Memorial Library

In the event of inclement weather, rising staff COVID case counts or Yorktown Supervisor directive on COVID closures, meetings will be held via Zoom.

The public meeting concluded at 8:39 pm.